

EQUAL EMPLOYMENT OPPORTUNITY PLAN

CITY OF RAPID CITY

Current Policies

Citywide

The City is an Equal Opportunity Employer. The City provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the City complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This policy statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

All applicants must complete the City of Rapid City online Employment Application. A pre-employment drug screen is required of all benefitted applicants. A confirmed positive drug screen or evidence of applicant tampering with the sample will be basis for denial of employment for a period of six months from the date of testing.

Whenever possible, minorities and women will be encouraged to participate in the selection process.

The City of Rapid City will comply with any reasonable accommodations necessary as required by the Americans with Disability Act of 1990.

The City also has five contracts with four different unions representing various employee groups. Each union contract contains additional employment policies and procedures applicable to certain employees.

Background checks

Currently, the City conducts criminal background checks on all positions, including temporary and benefitted, but the level and scope of the background check depends on the position. All applicants must complete a background release authorization form which is administered by Human Resources. From there, the process is largely completed by the Police Department (RCPD also conducts their own background checks).

Most benefitted positions require a local, state and federal criminal background check which is most often conducted by the RCPD. Applicants are required to be fingerprinted for a federal check and they must make an appointment with the License Compliance Specialist at RCPD. Results are then sent from South Dakota DCI to Human Resources via regular postal mail, often

containing multiple applicants' results on the same document which is a privacy and recordkeeping concern. Out-of-state candidates are mailed a packet with instructions that they must take to a local law enforcement agency to initiate the background check process. This process is time consuming and can delay the hiring process because the results are still processed through SD DCI.

Most temporary positions only require a local criminal background check. Unless an applicant discloses a misdemeanor and/or felony from another state or tribal jurisdiction, the City would not be aware of it. Temporary positions are hired all throughout the City and in many cases, have as much contact with the public and access to City property as benefited roles. Temporary positions do not require a drug screen which is also a concern, considering temporary roles such as lifeguards are responsible for the safety of the public. For temporary roles, results are sent from RCPD either in a typed memo and/or hand written notes. There can be confusion as to which crime the applicant was charged with (misdemeanor and/or felony). "Local" does not include any tribal records.

A recommendation to improve the efficiency of the process is to obtain RFPs from national background check companies so the entire process is handled by HR. Applicants will not need to make an appointment and stages of the process can be viewed via a web-based system that only HR will have access to. Additionally, a recommendation is to conduct full criminal backgrounds (local, state, federal) and drug screens on all applicants who are made a conditional offer, whether for a temporary or benefited position.

Credit checks

Per the last updated resolution on the City's background check policy in November 2008, there are 6 categories of background checks and a corresponding job title. Category A requires a credit check, which is administered by the RCPD but outsourced to a third party verification/background check company. Category B states "credit history check when deemed necessary due to the specific job description."

The recommendation is to largely limit the positions that require credit checks and precisely define those that have objective business reasons to do so.

Police Department

Human Resources along with the PD Training Administrator screens applicants for those who meet minimum education and experience qualifications. Sworn position applicants will be required to: pass a job validated written examination (tests are administered online, provided by a third-party contracted by the City), pass a physical fitness test, pass an oral interview before a board of PD personnel, pass a background investigation, pass a standard medical evaluation, which includes a psychological test, and pass a final interview with the Chief of Police and satisfy all State standards for a police officer.

Applicants for non-sworn positions may be required to take pre-employment examinations such as administrative tests which are administered by a third-party contracted by the City. Information for such requirements is contained in the job description. The City Human Resources Department coordinates scheduling of the examinations. Materials and other information for these tests, if applicable, are available through the City Human Resources Department.

All elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform fashion within the classification. Time limits, oral instructions, etc. must be clearly set forth and carried out under similar conditions for all candidates on all examinations. The test administrator shall read the appropriate test instructions from the testing guide to ensure the uniformity of the testing process.

The selection process will be administered fairly by administering, scoring, evaluating, and interpreting selection tests uniformly according to proscribed procedures. The selection tests will be on file with the Training Administrator and/or the City Human Resources Department.

The Rapid City Police Department, in conjunction with the City Human Resources Department, will conduct an adverse impact evaluation annually, after each testing cycle, to identify any stages within the selection process, which may adversely exclude women and protected minority groups. This will be accomplished as part of the annual recruitment analysis as specified in policy 411-02.

- a. The evaluation will include all positions.
- b. The evaluation will give the proportion of majority (male/Caucasian) and minorities (protected and suspect class groups/handicap) who pass/fail for every selection stage within the process.
- c. The evaluation will provide a summary report indicating the total number of applicants hired and rejected and any statistically significant impact findings showing prima facie discrimination. The report shall be submitted to the Training Administrator and the Chief of Police.

Fire Department

For firefighter positions, HR screens the applications and selects those that meet the minimum qualifications of education and experience. Then a written exam is administered through FPSI (Fire and Police Selection, Inc.), and the top 50 move forward in the hiring process to the next step, a physical agility test (a National Fire Protection Association (NFPA) compliant occupational fitness evaluation) consisting of the following: Body composition-abdominal circumference measurement, aerobic capacity-1.5 mile run, muscular strength-one rep max bench press, muscular endurance-1 minute push up and the plank, flexibility-sit and reach measurement. All participants who pass the physical agility move on to the oral interview. The

interview panel consists of one member from each rank (Firefighter, Lieutenant, Captain Battalion Chief, Operations Division Chief), and the Administrative Coordinator. Each answer is scored on a one to ten scale. Scores from each testing component are totaled and a list is generated. Upon accepting a conditional offer of employment, the candidate is scheduled for a psychological evaluation, medical examination and a background check.

Effectiveness of Policies: Recommendations for Changes

The City of Rapid City is significantly underutilizing women in all categories except for administrative, in which white males are underutilized. Upon examination of the City's workforce, hiring, discipline, and promotion/transfer, it is apparent that there is a lack of standardized procedures and criteria across City departments. The nature of certain positions, such as fire and police, requires separate hiring criteria, and the unions have negotiated additional rights and procedures for certain employees. However, the City will take the following steps to promote uniformity throughout City processes:

1. Improved data collection: The City does not currently utilize specialized EEO tracking/HR software. Applicant information and hiring practices are recorded, but information on internal transfers and promotions and employee discipline is not currently being collected in any uniform manner. Because of the weaknesses in our current data collection, the City is in the process of implementing city-wide data collection software and procedures. Training on data collection practices and procedures will accompany the rollout of the new software.
2. Standardization of hiring and promotion processes, with focus on recruitment/advancement/inclusion of women and minorities:
 - a. The City has recently implemented a requirement that every interview panel, whether for hiring or promotion, include at least one women.
 - b. The City Attorney's office, along with the HR Department, will develop standard protocols to be used throughout the hiring process, in every City department. Once developed, supervisory staff will be trained on its implementation.
 - c. The City's current background and credit check policies will be rewritten. The number of positions requiring credit checks will be limited to those actually handling or responsible for city funds. The type of criminal background check required will be standardized for both temporary and full-time employees, with the exception of Police and Fire, who will maintain their current requirements. As part of that standardization, background and credit checks will be outsourced to a company that specializes in the same.

Dissemination of Plan

The City's most recent Utilization Report will be emailed to all existing employees and posted on the City's website, as well as the City's intranet site. The EEOP will be part of the Employee Policy Manual. Hard copies of the report will be available in the City's HR Office, as well as the Rapid City Public Library. The EEO Statement will be posted in workspaces throughout the City, including employee break rooms, and will be part of the standard City application for employment.

Contact

Jeff Barbier, the Director of Community Resources is the City's EEOP compliance officer. He can be contacted at 605-394-4136.

CITY OF RAPID CITY
EEOP DATA
AS OF: 01/12/2017

REGIONAL WORKFORCE DATA
 Relevant Labor Market: Pennington
 County, South Dakota

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CLS #/%	4,525/87%	130/3%	50/1%	163/3%	4/0%	0/0%	75/1%	0/0%	2,904/4%	0/0%	0/0%	0/0%	4/0%	0/0%	0/0%	0/0%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Service/Maintenance																	Workforce #/%	79/72%	5/5%	0/0%	6/5%	1/1%	0/0%	1/1%	0/0%	16/15%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%	CLS #/%	6,000/45%	295/2%	95/1%	430/3%	210/2%	0/0%	310/2%	0/0%	4,920/37%	180/1%	200%	550/4%	180/1%	0/0%	185/1%	500%	Utilization #/%	27%	2%	-1%	2%	-1%	0%	-1%	0%	-22%	-1%	0%	-2%	-1%	0%	-1%	0%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
Workforce #/%	79/72%	5/5%	0/0%	6/5%	1/1%	0/0%	1/1%	0/0%	16/15%	0/0%	0/0%	2/2%	0/0%	0/0%	0/0%	0/0%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
CLS #/%	6,000/45%	295/2%	95/1%	430/3%	210/2%	0/0%	310/2%	0/0%	4,920/37%	180/1%	200%	550/4%	180/1%	0/0%	185/1%	500%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
Utilization #/%	27%	2%	-1%	2%	-1%	0%	-1%	0%	-22%	-1%	0%	-2%	-1%	0%	-1%	0%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					

POLICE DEPARTMENT SHIFTS

Position Title	Shift (description and time)	Job classification	Gender	Race
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Accident Investigator	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Sergeant	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Police Officer II	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Accident Investigator	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Community Service Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	F	I
Sergeant	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Police Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Police Officer II	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Community Service Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Police Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	B
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Police Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Accident Investigator	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Police Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Lieutenant	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Sergeant	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Police Officer II	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Police Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Senior Officer	Shift 1 0630-1700/6am-5pm	POLICE PROTECTION	M	W
Sergeant	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Sergeant	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Community Service Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Lieutenant	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	H
Police Officer II	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Senior Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Senior Officer	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer II	Shift 2 1100-2130/11am-9.30pm	POLICE PROTECTION	M	W
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Senior Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Sergeant	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Senior Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	I
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W

Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	F	W
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Sergeant	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	W
Police Officer II	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	M	T
Police Officer	Shift 3 1630-0300/4.30pm-3am	POLICE PROTECTION	F	W
Police Officer II	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer II	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Sergeant	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer II	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Senior Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Sergeant	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	I
Senior Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer II	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer II	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Lieutenant	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Sergeant	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer II	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	W
Police Officer	Shift 4 2100-0730/9pm - 7.30am	POLICE PROTECTION	M	T

FIRE DEPARTMENT SHIFTS 2016

Position Title	Shift (description and time)			Job classification	Gender	Race
	Station	Shift	TIME			
FMR	1	C	24 hrs	FIRE PROTECTION	M	T
ADMIN CO	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	4	B	24 hrs	FIRE PROTECTION	M	W
FMI-P	3	B	24 hrs	FIRE PROTECTION	F	W
FMJ-P	7	A	24 hrs	FIRE PROTECTION	M	W
FMJ	3	C	24 hrs	FIRE PROTECTION	M	W
LT	5	B	24 hrs	FIRE PROTECTION	M	W
CPT	1	B	24 hrs	FIRE PROTECTION	M	W
FMI	4	A	24 hrs	FIRE PROTECTION	M	W
CPT	4	A	24 hrs	FIRE PROTECTION	M	W
LT	1	B	24 hrs	FIRE PROTECTION	M	W
FMR	4	A	24 hrs	FIRE PROTECTION	M	W
DIVISION CHIEF	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ	4	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	C	24 hrs	FIRE PROTECTION	M	W
CPT	6	B	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ	7	B	24 hrs	FIRE PROTECTION	M	W
LT / PIO	6	C	24 hrs	FIRE PROTECTION	M	W
LT	8	B	24 hrs	FIRE PROTECTION	M	W
DIVISION CHIEF	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ	7	A	24 hrs	FIRE PROTECTION	M	A
FMR	1	A	24 hrs	FIRE PROTECTION	F	W
FMJ-P	3	A	24 hrs	FIRE PROTECTION	M	W
FMI	6	A	24 hrs	FIRE PROTECTION	M	W
FIRE PREV ED	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	3	C	24 hrs	FIRE PROTECTION	M	W
DIVISION CHIEF	1	D	M-F 8-5	FIRE PROTECTION	M	W
SECTION CHIEF	1	D	M-F 8-5	FIRE PROTECTION	M	W
BC	1	A	24 hrs	FIRE PROTECTION	M	W
FMJ	6	A	24 hrs	FIRE PROTECTION	M	W
EMS BILLING	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	7	A	24 hrs	FIRE PROTECTION	M	W
FMJ	5	B	24 hrs	FIRE PROTECTION	M	W
CPT	5	C	24 hrs	FIRE PROTECTION	M	W
FMII-P	7	A	24 hrs	FIRE PROTECTION	M	W
FMR	4	C	24 hrs	FIRE PROTECTION	M	W
EMS BILLING	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMR	1	A	24 hrs	FIRE PROTECTION	M	H
FMII	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	7	B	24 hrs	FIRE PROTECTION	M	H

FMR	1	C	24 hrs	FIRE PROTECTION	M	W
FMR	1	A	24 hrs	FIRE PROTECTION	M	W
FMJ	7	C	24 hrs	FIRE PROTECTION	M	W
CPT	8	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	4	A	24 hrs	FIRE PROTECTION	M	W
CPT	7	C	24 hrs	FIRE PROTECTION	M	W
FMJ	6	A	24 hrs	FIRE PROTECTION	M	W
FMJ	4	A	24 hrs	FIRE PROTECTION	M	W
FMI	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ	4	B	24 hrs	FIRE PROTECTION	M	W
FMJ	7	B	24 hrs	FIRE PROTECTION	M	W
FMJ	3	A	24 hrs	FIRE PROTECTION	M	W
FMR	3	C	24 hrs	FIRE PROTECTION	M	W
MECHANIC	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMII	7	A	24 hrs	FIRE PROTECTION	M	W
FMJ	4	C	24 hrs	FIRE PROTECTION	M	W
LT	7	B	24 hrs	FIRE PROTECTION	M	W
LT	FP	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ-P	4	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	5	B	24 hrs	FIRE PROTECTION	M	W
LT	1	A	24 hrs	FIRE PROTECTION	M	W
MOBILE MEDIC	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ-P	3	C	24 hrs	FIRE PROTECTION	M	W
FMJ	1	C	24 hrs	FIRE PROTECTION	M	W
FMII	1	A	24 hrs	FIRE PROTECTION	M	W
FMR	1	A	24 hrs	FIRE PROTECTION	M	W
FMII-P	7	B	24 hrs	FIRE PROTECTION	M	W
FMI	7	B	24 hrs	FIRE PROTECTION	M	W
FMJ	1	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ-P	6	C	24 hrs	FIRE PROTECTION	M	W
FMII	4	C	24 hrs	FIRE PROTECTION	M	W
LT	5	A	24 hrs	FIRE PROTECTION	M	W
LT	4	B	24 hrs	FIRE PROTECTION	M	W
FMR	7	C	24 hrs	FIRE PROTECTION	M	W
FMJ	1	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	6	B	24 hrs	FIRE PROTECTION	M	W
FMII-P	3	C	24 hrs	FIRE PROTECTION	M	W
FMJ	8	C	24 hrs	FIRE PROTECTION	M	W
LT	1	C	24 hrs	FIRE PROTECTION	M	W
CPT-P	3	B	24 hrs	FIRE PROTECTION	M	W
EMS BILLING	1	D	M-F 8-5	FIRE PROTECTION	F	I
FMJ	8	A	24 hrs	FIRE PROTECTION	M	H
FMR	1	B	24 hrs	FIRE PROTECTION	M	W

FIRE CHIEF	1	D	M-F 8-5	FIRE PROTECTION	M	W
LT	3	C	24 hrs	FIRE PROTECTION	M	A
FMJ-P	5	C	24 hrs	FIRE PROTECTION	M	W
CPT	1	C	24 hrs	FIRE PROTECTION	M	W
FMR	4	A	24 hrs	FIRE PROTECTION	M	W
FMR	4	B	24 hrs	FIRE PROTECTION	M	W
FMI	4	B	24 hrs	FIRE PROTECTION	M	W
LT-P	7	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	7	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	B	24 hrs	FIRE PROTECTION	M	W
FMI	5	C	24 hrs	FIRE PROTECTION	M	W
SECTION CHIEF-EMS	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ	3	B	24 hrs	FIRE PROTECTION	M	W
FMJ	5	B	24 hrs	FIRE PROTECTION	M	W
FMJ	5	A	24 hrs	FIRE PROTECTION	M	H
FMJ	1	B	24 hrs	FIRE PROTECTION	M	W
FMI	3	A	24 hrs	FIRE PROTECTION	M	W
FMJ	1	B	24 hrs	FIRE PROTECTION	M	W
LT	6	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	7	C	24 hrs	FIRE PROTECTION	M	W
LT-P	3	A	24 hrs	FIRE PROTECTION	M	W
BC	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ	5	A	24 hrs	FIRE PROTECTION	M	W
FMJ	8	B	24 hrs	FIRE PROTECTION	M	W
LT	4	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	C	24 hrs	FIRE PROTECTION	M	W
FMJ	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ-P	4	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	C	24 hrs	FIRE PROTECTION	M	I
FMJ	6	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	3	B	24 hrs	FIRE PROTECTION	M	W
FMJ	1	A	24 hrs	FIRE PROTECTION	M	W
EMS BILLING DRCTR	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	4	B	24 hrs	FIRE PROTECTION	F	W
DEPUTY FIRE CHIEF	1	D	24 hrs	FIRE PROTECTION	M	W
FMI	7	C	24 hrs	FIRE PROTECTION	M	W
FMR	1	C	24 hrs	FIRE PROTECTION	M	W
EMS BILLING	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMI	1	A	24 hrs	FIRE PROTECTION	M	W
FMR	1	C	24 hrs	FIRE PROTECTION	F	W
FMJ-P	4	A	24 hrs	FIRE PROTECTION	M	B
FMJ	3	A	24 hrs	FIRE PROTECTION	F	W
LT	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W
LT	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W

FMR	1	B	24 hrs	FIRE PROTECTION	M	W
FMR	1	C	24 hrs	FIRE PROTECTION	M	W
ADMIN ASST	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ-P	7	C	24 hrs	FIRE PROTECTION	M	W
CPT-P	1	A	24 hrs	FIRE PROTECTION	M	W
TEMP- PART TIME	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ-P	3	A	24 hrs	FIRE PROTECTION	M	W
ADMIN SECRETARY	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	6	B	24 hrs	FIRE PROTECTION	M	W
FMR	1	C	24 hrs	FIRE PROTECTION	M	W
FMR	1	B	24 hrs	FIRE PROTECTION	M	W
LT	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ-P	4	B	24 hrs	FIRE PROTECTION	M	W
LT	8	A	24 hrs	FIRE PROTECTION	M	W
PEN CO EMGNCY	EMS	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ	3	B	24 hrs	FIRE PROTECTION	M	W

FIRE DEPARTMENT SHIFTS 2017

Position Title	Shift (description and time)			Job classification	Gender	Race
	Station	Shift	TIME			
FMR	3	C	24 hrs	FIRE PROTECTION	M	T
ADMIN CO	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	5	A	24 hrs	FIRE PROTECTION	M	W
FMI-P	1	B	24 hrs	FIRE PROTECTION	F	W
FMJ-P	7	A	24 hrs	FIRE PROTECTION	M	W
FMJ	3	C	24 hrs	FIRE PROTECTION	M	W
LT	5	B	24 hrs	FIRE PROTECTION	M	W
BC	1	C	24 hrs	FIRE PROTECTION	M	W
FMI	1	A	24 hrs	FIRE PROTECTION	M	W
CPT-P	4	A	24 hrs	FIRE PROTECTION	M	W
LT	1	B	24 hrs	FIRE PROTECTION	M	W
FMR-P	4	A	24 hrs	FIRE PROTECTION	M	W
DIVISION CHIEF	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ	4	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	C	24 hrs	FIRE PROTECTION	M	W
CPT	6	B	24 hrs	FIRE PROTECTION	M	W
FMJ-P	6	B	24 hrs	FIRE PROTECTION	M	W
FMJ-P	7	B	24 hrs	FIRE PROTECTION	M	W
LT / PIO	1	D	M-F 8-5	FIRE PROTECTION	M	W
LT	8	B	24 hrs	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	M	W
DIVISION CHIEF	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ	3	B	24 hrs	FIRE PROTECTION	M	A
FMR	1	A	24 hrs	FIRE PROTECTION	F	W
FMJ-P	3	A	24 hrs	FIRE PROTECTION	M	W
FMI	6	A	24 hrs	FIRE PROTECTION	M	W
FIRE PREV ED	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	3	C	24 hrs	FIRE PROTECTION	M	W
DIVISION CHIEF	1	D	M-F 8-5	FIRE PROTECTION	M	W
SECTION CHIEF	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	M	W
BC	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ-P	6	A	24 hrs	FIRE PROTECTION	M	W
EMS BILLING	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	7	A	24 hrs	FIRE PROTECTION	M	W
FMJ	5	B	24 hrs	FIRE PROTECTION	M	W
CPT	5	C	24 hrs	FIRE PROTECTION	M	W
FMII-P	1	A	24 hrs	FIRE PROTECTION	M	W
FMR	1	C	24 hrs	FIRE PROTECTION	M	W
EMS BILLING	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMR	1	A	24 hrs	FIRE PROTECTION	M	H
FMII	1	B	24 hrs	FIRE PROTECTION	M	W

FMJ-P	5	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	7	B	24 hrs	FIRE PROTECTION	M	H
FMR	7	A	24 hrs	FIRE PROTECTION	M	W
FMR-P	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ	7	C	24 hrs	FIRE PROTECTION	M	W
CPT	8	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	4	A	24 hrs	FIRE PROTECTION	M	W
CPT	7	C	24 hrs	FIRE PROTECTION	M	W
FMJ	6	A	24 hrs	FIRE PROTECTION	M	W
FMJ	4	A	24 hrs	FIRE PROTECTION	M	W
FMI-P	3	B	24 hrs	FIRE PROTECTION	M	W
FMJ	4	B	24 hrs	FIRE PROTECTION	M	W
FMJ	3	A	24 hrs	FIRE PROTECTION	M	W
LT	1	C	24 hrs	FIRE PROTECTION	M	W
FMR	7	C	24 hrs	FIRE PROTECTION	M	W
MECH. SUPERVISOR	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION		
FMJ	1	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	4	C	24 hrs	FIRE PROTECTION	M	W
LT	7	B	24 hrs	FIRE PROTECTION	M	W
LT	FP	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ-P	4	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	5	B	24 hrs	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	M	W
LT	5	A	24 hrs	FIRE PROTECTION	M	W
MOBILE MEDIC	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ-P	3	C	24 hrs	FIRE PROTECTION	M	W
FMJ	5	C	24 hrs	FIRE PROTECTION	M	W
FMJ	1	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	7	B	24 hrs	FIRE PROTECTION	M	W
FMI	5	A	24 hrs	FIRE PROTECTION	M	W
FMJ	7	B	24 hrs	FIRE PROTECTION	M	W
FMJ-P	7	A	24 hrs	FIRE PROTECTION	M	W
FMJ-P	6	C	24 hrs	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMII	4	C	24 hrs	FIRE PROTECTION	M	W
LT	1	A	24 hrs	FIRE PROTECTION	M	W
LT-P	6	A	24 hrs	FIRE PROTECTION	M	W
FMR	1	C	24 hrs	FIRE PROTECTION	M	W
FMJ	1	A	24 hrs	FIRE PROTECTION	M	W
FMII-P	5	C	24 hrs	FIRE PROTECTION	M	W
FMJ	8	C	24 hrs	FIRE PROTECTION	M	W
CPT	1	C	24 hrs	FIRE PROTECTION	M	W
CPT-P	1	B	24 hrs	FIRE PROTECTION	M	W

EMS BILLING	1	D	M-F 8-5	FIRE PROTECTION	F	I
FMJ	8	A	24 hrs	FIRE PROTECTION	M	H
FMR	1	B	24 hrs	FIRE PROTECTION	M	W
CPT	3	B	24 hrs	FIRE PROTECTION	M	A
FMJ-P	1	C	24 hrs	FIRE PROTECTION	M	W
BC	1	A	24 hrs	FIRE PROTECTION	M	W
FMR	4	A	24 hrs	FIRE PROTECTION	M	W
FMR	4	B	24 hrs	FIRE PROTECTION	M	W
FMI	6	C	24 hrs	FIRE PROTECTION	M	W
LT-P	7	A	24 hrs	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ-P	5	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	3	B	24 hrs	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMI-P	3	A	24 hrs	FIRE PROTECTION	M	W
SECTION CHIEF-EMS	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ	3	B	24 hrs	FIRE PROTECTION	M	W
FMJ	5	B	24 hrs	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ	7	A	24 hrs	FIRE PROTECTION	M	H
FMJ	3	A	24 hrs	FIRE PROTECTION	M	W
FMI	3	A	24 hrs	FIRE PROTECTION	M	W
FMJ	1	B	24 hrs	FIRE PROTECTION	M	W
LT	6	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	7	C	24 hrs	FIRE PROTECTION	M	W
LT-P	3	A	24 hrs	FIRE PROTECTION	M	W
LT	4	B	24 hrs	FIRE PROTECTION	M	W
FMJ	8	B	24 hrs	FIRE PROTECTION	M	W
LT	4	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	4	B	24 hrs	FIRE PROTECTION	M	W
FMJ	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ-P	4	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	C	24 hrs	FIRE PROTECTION	M	I
FMJ	6	C	24 hrs	FIRE PROTECTION	M	W
FMJ-P	1	B	24 hrs	FIRE PROTECTION	M	W
FMJ	6	A	24 hrs	FIRE PROTECTION	M	W
EMS BILLING DRCTR	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMR	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	4	B	24 hrs	FIRE PROTECTION	F	W
DEPUTY FIRE CHIEF	1	D	24 hrs	FIRE PROTECTION	M	W
FMI-P	7	C	24 hrs	FIRE PROTECTION	M	W
FMR	1	C	24 hrs	FIRE PROTECTION	M	W
EMS BILLING	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMI	1	A	24 hrs	FIRE PROTECTION	M	W
FMR	3	C	24 hrs	FIRE PROTECTION	F	W

FMJ-P	4	B	24 hrs	FIRE PROTECTION	M	B
DEP. FIRE MARSHALL	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	F	W
LT	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W
LT	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W
FMR	4	C	24 hrs	FIRE PROTECTION	M	W
FMR	7	B	24 hrs	FIRE PROTECTION	M	W
ADMIN ASST	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ-P	7	C	24 hrs	FIRE PROTECTION	M	W
CPT-P	1	A	24 hrs	FIRE PROTECTION	M	W
TEMP- PART TIME	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W
LT-P	3	C	24 hrs	FIRE PROTECTION	M	W
ADMIN SECRETARY	1	D	M-F 8-5	FIRE PROTECTION	F	W
FMJ	6	B	24 hrs	FIRE PROTECTION	M	W
FMR	1	C	24 hrs	FIRE PROTECTION	M	W
FMR	1	D	M-F 8-5	FIRE PROTECTION		
FMR-P	1	B	24 hrs	FIRE PROTECTION	M	W
LT	FIRE PREV	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ-P	6	B	24 hrs	FIRE PROTECTION	M	W
LT	8	C	24 hrs	FIRE PROTECTION	M	W
PEN CO EMGNCY	EMS	D	M-F 8-5	FIRE PROTECTION	M	W
FMJ	3	B	24 hrs	FIRE PROTECTION	M	W

7071	18-Sep-06	UTIL SVC PERSON II	
7071 / 7401	17-Jun-14	UTIL SVC PERSON II	
7013		ADMIN SECRETARY	
7014	17-Jul-07	WATER METER REPAIR	
7014		UTIL BILLING/SVC CLERK	
7014	1-Apr-05	UTIL FIELDPERSON II	
7014	20-May-91	UTIL FIELDPERSON II	
7014	18-Jun-96	METER READER	
7014	1-Dec-15	UTIL BILLING/SVC CLERK	
7014		UTIL BILLING/SVC SUPV	
7014	12-Jan-04	UTIL FIELD CREW LEADER	
7014	30-Apr-14	UTIL FIELDPERSON II	
7014		UTIL BILLING/SVC CLERK	
7014	27-Jun-05	UTIL BILLING/SVC CLERK	
7014	18-Jun-96	UTIL FIELDPERSON II	

Water Division: Employees assigned to shifts outside of normal working hours

UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	F	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	F	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	F	W
UTILITIES & TRANSP	F	W
UTILITIES & TRANSP	M	W

DEPT#	TRANSFER DATE	CLASSIFICATION	After Hours	Weekend	On-Call
7401		Utility Maint Crew Chief Storm Water		X	
7401		Utility Repair Person (Strm Wtr)	X	X	
7401		Utility Repair Person (Strm Wtr)	X	X	
7401		Utility Repair Person (Strm Wtr)	X	X	
7401		Utility Repair Person (Strm Wtr)	X	X	
7401		Utility Repair Person (Strm Wtr)	X	X	
7401		Water Recl Admin Secretary		X	
7401/7071		Utility Maint Crew Chief (San Sewer)		X	
7071		Utility Repair Person (San Sewer)	X	X	
7071		Utility Repair Person (San Sewer)	X	X	
7071		Utility Repair Person (San Sewer)	X	X	
7071		Utility Repair Person (San Sewer)	X	X	
7071		Utility Repair Person (San Sewer)	X	X	
7071		Utility Repair Person (San Sewer)	X	X	
7071		Utility Repair Person (San Sewer)	X	X	
7071		Utility Repair Person (San Sewer)	X	X	
7071		Utility Repair Person (San Sewer)	X	X	
7072		Water Reclamation Supt		X	
7072		Water Recl Admin Secretary		X	
7072		Water Reclamation Fac Supv		X	

Job classification	Gender	Race
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
SANITATION & SEW	F	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
UTILITIES & TRANSP	M	W
SANITATION & SEW	F	W
SANITATION & SEW	F	W
SANITATION & SEW	M	W

Department Name	Rapid City Regional Airport								
Division Name									
	Verbal	Written	Suspension	Loss of Job Category	Gender	Race			
		2/17/2015		Utilities & Transportation	M	White			
		5/28/2015		Utilities & Transportation	M	White			
		6/10/2015		Utilities & Transportation	M	White			
		6/24/2015		Utilities & Transportation	M	White			
		7/8/2015	Yes	Utilities & Transportation	M	White			
		7/13/2015		Utilities & Transportation	M	White			
		9/23/2015		Utilities & Transportation	M	White			
		9/24/2015		Utilities & Transportation	M	White			
		10/20/2015		Utilities & Transportation	M	White			
		11/19/2015	Yes	Utilities & Transportation	M	White			
		11/23/2015		Utilities & Transportation	M	White			
		12/11/2016		Utilities & Transportation	M	White			
		7/31/2015	No	FINANCIAL ADMINISTRATION	F	White			

NO PROMOTIONS OR TRANSFERS

Department Name	Airport
Division Name	
Position Name	Special hiring requirements, i.e. any pre-employment testing, etc.
All Airport Positions	All airport employees must obtain and maintain a Secure Identification Display Area
Maintenance Tech	Must possess a valid South Dakota Class B Commercial Driver's License (CDL) or ability to obtain within 30 days from date of hire. Must obtain and maintain an airport movement area drivers permit within 30 days from date of hire.

	<p>Must possess a valid South Dakota Class B Commercial Driver's License (CDL) or ability to obtain within 90 days from date of hire. Must possess a South Dakota Electrical Contractors license or ability to obtain within 60 days. In addition, must possess a Rapid City Master Electricians License and a Rapid City Electrical Contractors License or ability to obtain within 90 days from date of hire. Ability to obtain the Airport Certified Employee (ACE) certification in Airfield Lighting Maintenance within one year from date of hire. Must obtain and maintain an airport movement area drivers permit</p>
Airport Electrician	<p>Dakota Class B Commercial driver's license or ability to obtain within 90 days from date of hire. Preference will be given to persons with a journeyman or master electrician's license and certification to work on refrigeration equipment. Must obtain and maintain an airport movement area drivers permit within 90 days from date of hire.</p>
HVAC Technician	

	<p>Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire. Must possess certification as an AAAE Airport Certified employee (ACE) of Operations or ability to obtain within one (1) year from date of hire. AAAE Airport Certified employee (ACE) of Security desired. Must possess FEMA/ICS-200 level or obtain within one</p>
Operations & Security Officer	<p>Must possess a valid South Dakota Class B Commercial Driver's License (CDL) or ability obtain within 30 days from date of hire. Must obtain and maintain an airport movement area drivers permit within 30 days from date of hire. Airport Equipment Mechanic III: Must be certified in CFC 12 Refrigerant and Cycling Service procedures or ability to obtain within 8 months from date of hire. Must possess an Oshkosh Equipment Maintenance certification or ability to obtain within 18 months from date of hire.</p>
Airport Mechanic	<p>Must possess a valid South Dakota Class B Commercial Driver's License (CDL) or ability obtain within 30 days from date of hire. Must obtain and maintain an airport movement area drivers permit within 30 days from date of hire. Airport Equipment Mechanic III: Must be certified in CFC 12 Refrigerant and Cycling Service procedures or ability to obtain within 8 months from date of hire. Must possess an Oshkosh Equipment Maintenance certification or ability to obtain within 18 months from date of hire.</p>
Executive Director	<p>AAAE accreditation must be</p>

Department Name	Civic Center				Job Category	Gender	Race
Division Name	Verbal	Written	Suspension	Loss of Pay			
	X				Natural Resources/Parks & Rec	F	W
	X				Natural Resources/Parks & Rec	M	H
	X				Natural Resources/Parks & Rec	M	W
	X				Natural Resources/Parks & Rec	F	W
	X				Natural Resources/Parks & Rec	M	B
	X	Then Termination due to legal issues			Natural Resources/Parks & Rec	M	W
	X	X	Termination				

NO PROMOTIONS OR TRANSFERS
 NO HIRING REQUIREMENTS PROVIDED BY DEPT

Department: Community Resources

promoted from IT Tech II to IT Tech III
IT Analyst I to IT Analyst II

Job Category	Gender	Race
1 FINANCIAL ADMINISTRATION	MALE	WHITE
1 FINANCIAL ADMINISTRATION	MALE	WHITE

Department Name	Finance							
Division Name	Finance	Verbal	Written	Suspension	Loss of Pay	Job Category	Gender	Race
		2				FINANCIAL ADMINISTRATION	F	W
		1	1			FINANCIAL ADMINISTRATION	F	W

NO PROMOTIONS OR TRANSFERS

Department Name	
Division Name	
Position Name	Special hiring requirements, i.e. any pre-employment testing, etc.
N/A	Just what is in the job description and the other policies followed by the City as a whole (drug/alcohol screening, background checks, etc)

Lieutenant

Fire Protection	M

W
W
A
W
W
W
W
W
W
W

Captain

Fire Protection	M
Fire Protection	M

W
W

The 2015 promotion and transfer opportunities were completed through Human Resources. Positions filled and internal candidates who applied include:

Assistant Director Internal applicant:

promoted to Assistant Director from Librarian I

Librarian I Internal applicants:

– promoted to Librarian I from Library Associate II

– retained as Library Associate

– retained as Library Associate

Job Category	Gender	Race
FINANCIAL ADMINISTRATION	M	W
FINANCIAL ADMINISTRATION		
FINANCIAL ADMINISTRATION	F	W
FINANCIAL ADMINISTRATION	M	W
FINANCIAL ADMINISTRATION	F	W

Department Name	Parks and Recreation							
Division Name	Recreation							
	Verbal	Written	Suspension	Loss of Pay			Job Category	Gender
	X						NATURAL RESOURCES/PARKS & REC	M
								Race
								I

1. A list of any employees in your department who applied for a promotion or transfer in 2015. HR tracks formal applications, but if your department has an internal, informal process for filling vacancies before they are publicly posted, please provide names of all applicants for any open positions (along with the name of the successful candidate).
 All positions were filled using Human Resources Office and current protocols.

Department Name	Public Works				Job Category	Gender	Race
Division Name	PW Administrator/Engineering Services						
	Verbal	Written	Suspension	Loss of Pay			
		X	X		ADMINISTRATION	M	W
	12/23/2015				STREETS & HIGHWAY	F	W
		12/10/15 email			STREETS & HIGHWAY	F	W
Department Name	Public Works						
Division Name	Rapid Transit Division						
	Verbal	Written	Suspension	Loss of Pay			
		1	1		UTILITIES & TRANSPORTATION	M	W
		2			UTILITIES & TRANSPORTATION	M	W
		1	1		UTILITIES & TRANSPORTATION	M	W
		1			UTILITIES & TRANSPORTATION	F	W
		1			UTILITIES & TRANSPORTATION	F	W
		6	1		UTILITIES & TRANSPORTATION	M	W
			1		UTILITIES & TRANSPORTATION	M	W
		2	1		UTILITIES & TRANSPORTATION	F	W
		1			UTILITIES & TRANSPORTATION	F	W
			1		UTILITIES & TRANSPORTATION	M	W
			1		UTILITIES & TRANSPORTATION	F	W
			1		UTILITIES & TRANSPORTATION	F	W
Department Name	Public Works						
Division Name	Solid Waste Division						
	Verbal	Written	Suspension	Loss of Pay			
	X				SANITATION & SEWAGE	M	W
		X			SANITATION & SEWAGE	M	W
		X			FINANCIAL ADMINISTRATION	M	H
	X				SANITATION & SEWAGE	M	W
		X			SANITATION & SEWAGE	M	W
		X			SANITATION & SEWAGE	M	I
		X			SANITATION & SEWAGE	M	W

Department Name	Community Planning & Development Services							
Division Name	Building Services							
	Verbal	Written	Suspension	Loss of Pay	Job Category	Gender	Race	
	Yes	Yes	No	No	COMMUNITY DEVELOPMENT	M	W	
Department Name	Community Planning & Development Services							
Division Name	Planning							
Employee name	Verbal	Written	Suspension	Loss of Pay				
	9/2/2015		N/A	N/A	COMMUNITY DEVELOPMENT	F	W	
	9/10/2015		N/A	N/A	COMMUNITY DEVELOPMENT	F	W	
			9/14/2015	N/A	COMMUNITY DEVELOPMENT	F	W	
			9/25/2015		COMMUNITY DEVELOPMENT	F	W	
				Terminated	COMMUNITY DEVELOPMENT	F	W	

NO DATA REPORTED FOR MAYOR'S OFFICE AND ATTORNEY'S OFFICE

PERFORMANCE IMPROVEMENT/DISCIPLINE DATA

Doc Type	Department	Job Category	Gender	Race
Performance Memos - Negative	Airport	UTILITIES & TRANSPORTATION	M	W
Performance Memos - Negative	Airport	NATURAL RESOURCES/PARKS & REC	M	W
Performance Memos - Negative	Airport	UTILITIES & TRANSPORTATION	M	W
Performance Memos - Negative	Airport	UTILITIES & TRANSPORTATION	M	W
Disciplinary Notices	Airport	UTILITIES & TRANSPORTATION	M	W
Performance Memos - Negative	Airport	NATURAL RESOURCES/PARKS & REC	M	W
Performance Memos - Negative	Civic Center	NATURAL RESOURCES/PARKS & REC	M	W
Disciplinary Notices	Civic Center	NATURAL RESOURCES/PARKS & REC	M	W
Disciplinary Notices	Civic Center	NATURAL RESOURCES/PARKS & REC	M	W
Performance Memos - Negative	Civic Center	NATURAL RESOURCES/PARKS & REC	M	H
Disciplinary Notices	Community Planning & De	COMMUNITY DEVELOPMENT	F	W
Disciplinary Notices	Community Resources	FINANCIAL ADMINISTRATION	M	W
Disciplinary Notices	Community Resources	COMMUNITY DEVELOPMENT	F	W
Disciplinary Notices	Finance	FINANCIAL ADMINISTRATION	M	H
Disciplinary Notices	Fire	FIRE PROTECTION	M	W
Disciplinary Notices	Fire	FIRE PROTECTION	M	W
Disciplinary Notices	Library	FINANCIAL ADMINISTRATION	F	W
Disciplinary Notices	Library	FINANCIAL ADMINISTRATION	F	W
Disciplinary Notices	Library	FINANCIAL ADMINISTRATION	M	W
Disciplinary Notices	Library	FINANCIAL ADMINISTRATION	M	W
Performance Memos - Negative	Parks and Recreation	NATURAL RESOURCES/PARKS & REC	M	W
Disciplinary Notices	Parks and Recreation	NATURAL RESOURCES/PARKS & REC	M	NR
Performance Memos - Negative	Parks and Recreation	NATURAL RESOURCES/PARKS & REC	M	W
Disciplinary Notices	Parks and Recreation	UTILITIES & TRANSPORTATION	M	W
Disciplinary Notices	Public Works	NATURAL RESOURCES/PARKS & REC	M	W
Disciplinary Notices	Public Works	UTILITIES & TRANSPORTATION	M	W
Disciplinary Notices	Public Works	UTILITIES & TRANSPORTATION	F	W
Disciplinary Notices	Public Works	UTILITIES & TRANSPORTATION	M	F
Disciplinary Notices	Public Works	NATURAL RESOURCES/PARKS & REC	M	W
Disciplinary Notices	Public Works	UTILITIES & TRANSPORTATION	F	W
Disciplinary Notices	Public Works	UTILITIES & TRANSPORTATION	F	W
Disciplinary Notices	Public Works	SANITATION & SEWAGE	M	A

Disciplinary Notices	Public Works	SANITATION & SEWAGE	M	W
Disciplinary Notices	Public Works	SANITATION & SEWAGE	M	I
Disciplinary Notices	Public Works	STREETS & HIGHWAYS	M	W
Performance Memos - Negative	Public Works	STREETS & HIGHWAYS	M	W
Disciplinary Notices	Public Works	SANITATION & SEWAGE	M	W
Disciplinary Notices	Public Works	STREETS & HIGHWAYS	M	W
Performance Memos - Negative	Public Works	STREETS & HIGHWAYS	M	W
Disciplinary Notices	Public Works	STREETS & HIGHWAYS	M	W
Disciplinary Notices	Public Works	ADMINISTRATION	M	WHITE

HIRED DATEA 1/1/2016 -10/28/2016

EEO race/ethnicity codes key

A = Asian or Pacific Islander H = Hispanic I = American Indian or
Alaskan Native

ETHNICITY	GENDER	Department
B = Black, not of Hispanic origin	W = White	O = Chose not to disclose
W	Female	Finance
H	Male	Civic Center
W	Male	Public Works
W	Male	Parks and Recreation
W	Female	Library
I	Female	Library
W	Female	Library
W	Female	Library
W	Female	Community Resources
W	Male	Police
W	Female	Police
W	Male	Police
W	Female	Public Works
W	Male	Public Works

W	Male	Public Works
W	Male	Public Works
I	Male	Public Works
W	Male	Public Works
W	Male	Public Works
W	Male	Public Works
H	Female	Public Works
W	Male	Public Works
W	Male	Public Works
Choose not to disclose	Male	Police
W	Female	Public Works
I	Female	Library
W	Male	Community Resources
W	Male	Parks and Recreation
I	Male	Public Works
W	Male	Public Works
W	Male	Public Works
I	Male	Public Works
W	Female	Public Works
I	Female	Finance
W	Female	Finance
H	Male	Finance

W	Female	Finance
W	Female	Attorney's Office
W	Female	Finance
W	Female	Library
W	Male	Civic Center
W	Male	Police
W	Male	Police
W	Male	Community Planning and Development
I	Male	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Female	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Female	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Male	Fire and Emergency Services
W	Female	Library
W	Female	Library
H	Male	Library
W	Female	Police